NEW JERSEY ELECTRONIC WORKSITE REGISTRATION SYSTEM

USER MANUAL

INDEX

GENERAL NETSCAPE INFORMATION

The **NETSCAPE Toolbar** at the top contains the following *button*s. The **Images** button and **Stop** buttons are not available.

Back   Displays the previous page in the history list (a hierarchy of pages you've already viewed).

Forward Displays the next page in the history list. When you use Back or a history menu item to retrieve a page, using Forward gets the proceeding page. Forward is only available after you use Back or a history item.

Home   Displays the home page designated in the General Preferences/Appearance panel. The default is the Netscape home page location.

Reload   Redisplays the current Netscape page, reflecting any changes made prior to the original loading.

Open   Lets you enter a URL to display the specified page in the content area.

Print   Prints the content area of the current Netscape page. A dialog box lets you select printing characteristics.

Find   Lets you specify a word or phrase to locate within the current Netscape page. You can specify case sensitivity and search direction. If a match is found, the text is selected and displayed.

TROUBLESHOOTING TIPS

1.   You might get messages indicating fields that look like they do not have data. This could happen when data is entered and then deleted but a space is left behind. Oracle takes space as a valid character and keeps giving messages referring to this field. To correct this problem, place your cursor at the very beginning of this field and press the delete button several times to remove the space.

2.   **Error Message: Update failed - Please re-query as value for District Name has been modified by another user.**
      This Error message will be displayed when trying to update a record whose status has changed in the database (due to another person updating the record) since you retrieved the record. Just re-query and update on the refreshed record. The error will not be caught till Oracle tries to add the record.

3.   After the List of Values is clicked, it may not bring up the List right away in some PC's if the PC is slow. It might just bring up an overlay showing the FIND and CLOSE buttons and there will be no indication that it is working to bring up the List. Wait for a few more seconds and if the List does not come up it could be a Browser problem and has to be reported.

LOGON TO WORK BASED LEARNING SYSTEM

Heading will say **'NJ School-to-Work Partnership Worksite Registration System'**.

The following information gives a brief description of what is **required** to be entered into the sign-in window:

User Name   **Required.** Enter the User Name assigned to you.

Password   **Required.** Enter the Password assigned to you.

The following function *buttons* are available at the bottom of this screen:

OK *button*
After entering the User Name and Password for your school, point the mouse at this button and click to submit the information and get into the Work Based Learning Application.

Cancel *button*
Click this button to cancel the screen.

Messages/Actions

Sign-in window reappears. The sign-in window will reappear if the user name and/or password typed in are not recognized. Retype in the user name and/or password and select "OK" again.

<div align="center">**MAIN MENU**</div>

Heading will say **'NJ School-to-Work Partnership Worksite Registration System'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used to add Student information.

The **MAIN MENU** will have **four** selections on the screen.

> **Add a Student**
> **Update a Student**
> **Add a School Based Coordinator**
> **Update a School Based Coordinator**

Add a Student
Point the mouse to this area and click it to add a new Student. This will display the **ADD STUDENT INFORMATION** screen. See the section **ADD STUDENT INFORMATION** to continue processing.

Update a Student
Point the mouse to this area and click it to update Student information. This will display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Add a School Based Coordinator
Point the mouse to this area and click it to add a new School Based Coordinator. This will display the **SCHOOL BASED COORDINATOR** screen. See the section **SCHOOL BASED COORDINATOR** to continue processing.

Update a School Based Coordinator
Point the mouse to this area and click it to update School Based Coordinator information. This will display the **SCHOOL BASED COORDINATOR** screen. See the section **SCHOOL BASED COORDINATOR** to continue processing.

New Jersey Department of Education Home Page
Point the mouse to this area and click it to display the **New Jersey Department of Education Home Page**.

New Jersey State Home Page
Point the mouse to this area and click it to display the **New Jersey Home Page**.

ADD STUDENT INFORMATION

Heading will say **'ADD STUDENT INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used to add student information.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

Student SSN	**Required.**
Format:	Enter 9 digits
Edits:	The number entered will be checked if it already exists in the system and an error message is given if it does.

Last Name	**Required.**

First Name	**Required.**

MI	**Optional.** Enter data only if the Student Name is filled in.

Birth Date (MM/DD/YYYY)	**Required.**
Format:	Enter the date in the format, two digits for month, two digits for days, four digits for year.
Edits:	The system checks if it is a valid month, day within the month.

Gender	**Required.** Click on one of the radio buttons that says M (Male), F (Female).

Race Ethnic	**Required.**
	Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Race Ethnic information and click to move the selected Race Ethnic to the screen.

Student Address1	**Required.**

Student Address2	**Optional.** Enter data only if the rest of the Student Address is filled in.

Student City	**Required.**

Student State	**Required.** It will display New Jersey and can be changed.

Student Zip 5	**Required.** The first 5 digits of the Zip code are required.

Student Zip 4	**Optional.** Enter only if Zip5 is filled in.
Career Major	**Required** *only* if the student is in the School-to-Work program, *i.e.*, if 'Yes' is chosen for School-to-Work in the WBL screen. Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Career Major information and click to move the selected Career Major to the screen.
School Based Coordinator	**Required** *only* if the student is in the School-to-Work Program, *i.e.,* if 'Yes' is chosen for School-to-Work in the WBL Screen. If this field is not entered at this time and if 'Yes' is chosen for School-to-Work in the WBL screen, you would be asked to enter this information during that time. Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required School Based Coordinator Name and click to move the selected Coordinator Name to the screen.
School Site Mentor Name	**Optional.**
Parent Last Name	**Required** if Student is under 18 and is in School-to-Work program and has Paid Experience (WBL record). **Required** if any of the other Parent Information has been filled in.
Parent First Name	**Required** if any of the other Parent Information has been filled in.
Parent MI	**Optional.** Enter data only if the Parent Name is filled in.
Parent Address1	**Required** if any of the other Parent Information has been filled in.
Parent Address2	**Optional.** Enter data only if the rest of the Parent Address is filled in.
Parent City	**Required** if any of the other Parent Information has been filled in.
Parent State	**Required** if any of the other Parent Information has been filled in.
Parent Zip 5	**Required** if any of the other Parent Information has been filled. The first 5 digits of the Zip code is required.
Parent Zip 4	**Optional.** Enter only if Zip5 is filled in.

The following function *buttons* and navigation *links* are available at the bottom of this screen:

Insert *button*
After entering new data on the screen, point the mouse to this area and click it to add the data to the database. If this button is pressed and if there is no data entered on screen, an error message will be displayed - "Student SSN: A value must be entered". If only some of the required fields are entered - an error message will be displayed to enter the next required field. If all the required fields have been entered and if there are no errors the record will be added to the database and the following message will be displayed on top "Success Row Inserted".

Clear *button*
This button can be used to clear the screen of all the data that has been entered.

The following fields will also be displayed along with the data that was entered in the Confirmation screen when the record has been successfully added.

Date entered: **Display.**
                        The date the record was originally added will be displayed
                        and cannot be changed.

Date Last Update   **Display.**
                        It will display the current date and it cannot be changed.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Messages/Actions (ADD STUDENT INFORMATION)

Birth Date cannot be in the future.
This **Error** message is displayed when Birth Date is greater than the current date. The error will not be caught till Oracle tries to add the record.

Birth Date (DD-MM-YYYY): ORA-XXXX Not a valid month.
This **Error** message is displayed when the date is not entered properly. The error will not be caught till Oracle tries to add the record.

Career Major: Invalid Value.
This **Error** message is displayed when an invalid Career Major is entered. The error will not be caught till Oracle tries to add the record.

JavaScript Alert: Birth Date (DD-MM-YYYY): A value must be entered.
This **Error** message is displayed when Birth Date has not been entered.

JavaScript Alert: First Name: A value must be entered.
This **Error** message is displayed when the student first name has not been entered.

JavaScript Alert: Gender must be entered.
This **Error** message is displayed if one of the Gender radio buttons has not been selected.

JavaScript Alert: Last Name: A value must be entered.
This **Error** message is displayed when the student last name has not been entered.

JavaScript Alert: Race/Ethnic: A value must be entered.
This **Error** message is displayed if Race/Ethnic has not been entered. Select one of the options in the List of Values to continue.

JavaScript Alert: Student Address 1: A value must be entered.
This **Error** message is displayed when the first line of address has not been entered.

JavaScript Alert: Student City: A value must be entered.
This **Error** message is displayed when Student City has not been entered.

JavaScript Alert: Student SSN: A value must be entered.
This **Error** message is displayed while trying to add the record without the SSN. Enter the SSN number to proceed. This message is also displayed if nothing has been entered and the Insert button is pressed.

JavaScript Alert: Student Zip 5: A value must be entered.
This **Error** message is displayed when Zip5 has not been entered. At least the first 5 digits of the zip code is required.

Parent Last Name, First Name, Addr1, City, State and Zip5 are required.
This **Error** message is displayed when the Parent Last name, First name, Address 1, City, State or Zip5 is not entered. If any one of these are entered the rest of the fields are required. The error will not be caught till Oracle tries to add the record.

Parent Zip4 must be numeric.
This Error message is displayed when Parent Zip4 is not numeric. The error will not be caught till Oracle tries to add the record.

Parent Zip5 must be numeric.
This Error message is displayed when Parent Zip5 is not numeric. The error will not be caught till Oracle tries to add the record.

Race Ethnic: Invalid Value.
This **Error** message is displayed when an invalid Race Ethnic is entered. The error will not be caught till Oracle tries to add the record.

School Based Coordinator Name: Invalid Value.
This **Error** message is displayed when an invalid School Based Coordinator Name is entered. The error will not be caught till Oracle tries to add the record.

Student SSN already exists for this County, District and School.
This **Error** message is displayed while trying to add student information that has already been added. The error will not be caught till Oracle tries to add the record. Change the number to proceed.

Student SSN must be numeric.
This Error message is displayed when Student SSN is not numeric. The error will not be caught till Oracle tries to add the record.

Student Zip4 must be numeric.
This Error message is displayed when Student Zip4 is not numeric. The error will not be caught till Oracle tries to add the record.

Student Zip5 must be numeric.
This Error message is displayed when Student Zip5 is not numeric. The error will not be caught till Oracle tries to add the record.

Success! Row inserted.
This **message** is displayed on 'Add Student Information' Confirmation screen when the system has successfully added the record.

The following navigation *links* are available at the top of this Confirmation screen:

Work Based Learning *link*
Point the mouse to this area and click it to display the **WBL SELECTION** screen from where you can add a new WBL record or update an existing one. See the section **WBL SELECTION** to continue processing.

Special Populations *link*
Point the mouse to this area and click it to display the **STUDENT SPECIAL POPULATIONS SELECTION** screen from where you can add a new Special Populations record or update an existing one. See the section **STUDENT SPECIAL POPULATIONS SELECTION** to continue processing.

Student *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen to update the same student. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Add a Student *link*

Point the mouse to this area and click it to display the **ADD STUDENT INFORMATION** screen to add a new student. See the section **ADD STUDENT INFORMATION** to continue processing.

The following navigation *links* are available at the bottom of this screen:

Work Based Learning (x rows) *link*

Point the mouse to this area and click it to display the **WBL SELECTION** screen from where you can add a new WBL record or update an existing one. See the section **WBL SELECTION** to continue processing.

Special Populations (x rows) *link*

Point the mouse to this area and click it to display the **STUDENT SPECIAL POPULATIONS SELECTION** screen to add or update Special Population. See the section **STUDENT SPECIAL POPULATIONS SELECTION** to continue processing.

Back to Main Menu *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.

<u>**UPDATE STUDENT INFORMATION (SEARCH CRITERIA)**</u>

Heading will say **'UPDATE STUDENT INFORMATION.'** Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used to enter the search criteria to get student records to be updated.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

After entering the required information for search criteria on this screen, click the FIND *button* to display the **STUDENT SELECTION** screen. If nothing is entered and the FIND *button* is clicked, it will bring back all Student records in your school. See the section **STUDENT SELECTION** to continue processing.

<u>**Student SSN**</u>	**Required. Either Student SSN or Last Name.** Enter the complete SSN or part of it with a % sign or % sign # and % sign. When a complete SSN is entered only that record is shown on the next (**STUDENT SELECTION**) screen for selection. If part of the SSN is entered with a % sign, all the SSN's starting with that partial number entered will be returned for selection on the next screen.
<u>**Last Name**</u>	**Required. Either Student SSN or Last Name.** Enter a complete Last Name or part of the Name and % sign. When a complete Last Name is entered only that record is shown on the next (**STUDENT SELECTION**) screen for selection. If part of the Last Name is entered with a % sign all the Last Names starting with that partial name entered will be returned for selection on the next screen.

The following function *buttons* and navigation *links* are available at the bottom of this screen.

<u>**Find**</u> *button*
Point the mouse at this area and click to submit the request to bring back records satisfying the search criteria entered above.

<u>**Clear**</u> *button*
This button can be used to clear the data entered on this screen.

<u>**Back to Main Menu**</u> *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

<u>**Back to Student**</u> *link*
Point the mouse to this area and click it to display the same screen.

STUDENT SELECTION

Heading will say **'STUDENT SELECTION'**. Based on your logon, the County Name, District Name and School Name will be displayed. This screen will display all the students that satisfied the search criteria entered in the previous **UPDATE STUDENT INFORMATION** screen. Ten records will be displayed at a time on this screen.

If there are any records, the following fields will be displayed, else the message 'No records returned' will be displayed.

Student SSN Displayed. Move the cursor to the appropriate Student SSN and click it to get to that particular student. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Last Name Displayed.

First Name Displayed.

Records x to xx of xx. This gives information of how many records are displayed from the file and how many total records there are in the file.

The following function *buttons* and navigation *links* are available at the bottom of this screen:

First *button*
Point the mouse and click on this button to display the first record.

Previous *button*
Point the mouse and click on this button to display the previous record.

Next *button*
Point the mouse and click on this button to display the next record.

Last *button*
Point the mouse and click on this button to display the last record.

Requery *button*
Point the mouse and click on this button to refresh the data on the screen. This will access the database again and bring back any updated data.

Count *button*
Point the mouse and click on this button to display a count of number of records that satisfy the criteria.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*

Point the mouse to this area and click it to display **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

UPDATE STUDENT INFORMATION

Heading will say **'UPDATE STUDENT INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used to update student information.

The following navigation *links* are available at the top of this screen:

Work Based Learning *link*
Point the mouse at this area and click to display the **WBL SELECTION** screen. See the section **WBL SELECTION** to continue processing.

Special Population *link*
Point the mouse at this area and click to display the **STUDENT SPECIAL POPULATION SELECTION** screen. See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

Update a Student *link*
Point the mouse at this area and click to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

Student SSN	**Display.** Displayed from the Student Selection screen based on the student selected and cannot be changed on this screen.
Last Name	**Required.**
First Name	**Required.**
MI	**Optional.** Enter data only if the Student Name is filled in.

Birth Date (DD-MM-YYYY) **Required.**
Format: Enter the date in the format **DD-MM-YYYY**.
Edits: The system checks if it is a valid month, day within the month.

Gender	**Required.** Click on one of the radio buttons that says M (Male), F (Female).
Race Ethnic	**Required.** Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Race Ethnic information and double click to move the selected Race Ethnic to the screen.

Student Address1	**Required.**
Student Address2	**Optional.** Enter data only if the rest of the Student Address is filled in.
Student City	**Required.**
Student State	**Required.** It will display New Jersey and can be changed.
Student Zip 5	**Required.** The first 5 digits of the Zip code are required.
Student Zip 4	**Optional.** Enter only if Zip5 is filled in.
Career Major	**Required** *only* if the student is in the School-to-Work program, *i.e.*, if yes is chosen for School-to-Work in the WBL screen. Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Career Major information and double click to move the selected Career Major to the screen.
School Based Coordinator Name	**Required** *only* if the student is in the School-to-Work program, *i.e.,* if yes is chosen for School-to-Work in the WBL record. If this field is not entered at this time and if yes is chosen for School-to-Work in the WBL screen, you would be asked to enter this information during that time. Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required School Based Coordinator Name and double click to move the selected Coordinator Name to the screen.
School Site Mentor Name	**Optional.**
Parent Last Name	**Required** if Student is under 18 and is in School-to-Work program and has Paid Experience (WBL record). **Required** if any of the other Parent Information has been filled.
Parent First Name	**Required** if any of the other Parent Information has been filled.
Parent MI	**Optional.** Enter data only if the Parent Name is filled in.
Parent Address1	**Required** if any of the other Parent Information has been filled.

Parent Address2	**Optional.** Enter data only if the rest of the Parent Address is filled in.
Parent City	**Required** if any of the other Parent Information has been filled.
Parent State	**Required** if any of the other Parent Information has been filled.
Parent Zip 5	**Required** if any of the other Parent Information has been filled. The first 5 digits of the Zip code are required.
Parent Zip 4	**Optional.** Enter only if Zip5 is filled in.
Date entered:	**Display.** The date the record was originally added will be displayed and cannot be changed.
Date Last Update	**Display.** The date the Student Information was last updated will be displayed on the screen. When new changes are made, this field will be automatically updated to the current date and stored on the database with other changes.

The following function *buttons* and navigation *links* are available at the bottom of this screen:

Update *button*
After changing data on the screen, point the mouse to this area and click it to update the data in the database. If this button is pressed and if there is no data changed on the screen, it will still say 'Success Row Updated'. If any of the required fields have been removed you will be prompted to enter them. If there are no errors on the data changed the record will be updated in the database and you will get the following message on top 'Success Row Updated'.

Revert *button*
This button can be used to remove the changes entered on the screen and revert to the old data.

Work Based Learning (# rows) *link*
This is a link to the Work Based Learning record of the student. The '# rows' will indicate the number of Work Based Learning records the student has. If the student has none it will say 0 rows. Point the mouse to this area and click to display **WBL SELECTION** screen. See the section **WBL SELECTION** to continue processing.

Special Population (# rows) *link*
This is a link to the Special Population record of the student. The '# rows' will indicate the number of Special Population records the student has. If the student has none it will say 0 rows. Point the mouse to this area and click to display **STUDENT SPECIAL POPULATION SELECTION** screen. See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

Messages/Actions (UPDATE STUDENT INFORMATION)

Birth date cannot be in the future.
This **Error** message is displayed when Birth date is greater than the current date. The error will not be caught till Oracle tries to add the record.

Birth Date (DD-MM-YYYY): ORA-XXXX Not a valid month.
This **Error** message is displayed when the date is not entered properly. The error will not be caught till Oracle tries to add the record.

Birth Date cannot be updated if Birth Date is greater than Start Date on WBL record.
This **Error** message is displayed when trying to update the Birth Date when a WBL record exists for this student with the Start Date less than the Birth date entered.

Birth Date cannot be updated if Birth Date is greater than Working Certification Date on WBL record.
This **Error** message is displayed when trying to update the Birth Date when a WBL record exists for this student with the Working Certificate Date less than the Birth date entered.

Cannot update - birth date makes student < 18 - WBL record will be in error - missing required Certificate.
This **Error** message is displayed when the birth date makes the student under 18. The system checks the information in WBL records (if they exist for this student). This message is displayed if any WBL School-to-Work records exist for this student with Work. Experience is Paid and no Working Certificate Information is entered. Either change the birth date to be over 18 or change the WBL records so that this birth date can be entered.

Career Major: Invalid Value.
This **Error** message is displayed when an invalid Career Major is entered. The error will not be caught till Oracle tries to add the record.

Career Major is required if a WBL record exists with School-to-Work = 'Y'.
This **Error** message is displayed when the Career Major is removed and the Student's WBL record has 'Yes' to the School-to-Work code.

JavaScript Alert: Birth Date (DD-MM-YYYY): A value must be entered.
This **Error** message is displayed when Birth Date has not been entered.

JavaScript Alert: First Name: A value must be entered.
This **Error** message is displayed when the student first name has not been entered.

JavaScript Alert: Gender must be entered.
This **Error** message is displayed if one of the Gender radio buttons has not been selected.

JavaScript Alert: Last Name: A value must be entered.
This **Error** message is displayed when the student last name has not been entered.

JavaScript Alert: Race/Ethnic: A value must be entered.
This **Error** message is displayed if Race/Ethnic has not been entered. Select one of the options in the List of Values to continue.

JavaScript Alert: Student Address 1: A value must be entered.
This **Error** message is displayed when the first line of address has not been entered.

JavaScript Alert: Student City: A value must be entered.
This **Error** message is displayed when Student City has not been entered.

JavaScript Alert: Student Zip 5: A value must be entered.
This **Error** message is displayed when Zip5 has not been entered. At least the first 5 digits of the zip code are required.

Must enter Parent Information - Work Certification Date is filled.
This **Error** message is displayed when the Parent Information is removed or not added and the Student's WBL record says 'Yes' in the School-to-Work code.

Parent Last Name, First Name, Addr1, City, State and Zip5 are required.
This **Error** message is displayed when the Parent Last name, First name, Address 1, City, State or Zip5 is not entered. If any one of these is entered the rest of the fields are required. The error will not be caught till Oracle tries to add the record.

Parent Zip4 must be numeric.
This Error message is displayed when Parent Zip4 is not numeric. The error will not be caught till Oracle tries to add the record.

Parent Zip5 must be numeric.
This Error message is displayed when Parent Zip5 is not numeric. The error will not be caught till Oracle tries to add the record.

Race Ethnic: Invalid Value.
This **Error** message is displayed when an invalid Race Ethnic is entered. The error will not be caught till Oracle tries to add the record.

School Coordinator is required if a WBL record exists with School-to-Work = 'Y'.
This **Error** message is displayed when a School Coordinator is removed and the Student's WBL record has 'Yes' in the School-to-Work code.

School Based Coordinator Name: Invalid Value.
This **Error** message is displayed when an invalid School Based Coordinator Name is entered. The error will not be caught till Oracle tries to add the record.

Student Zip4 must be numeric.
This Error message is displayed when Student Zip4 is not numeric. The error will not be caught till Oracle tries to add the record.

Student Zip5 must be numeric.
This Error message is displayed when Student Zip5 is not numeric. The error will not be caught till Oracle tries to add the record.

Success! Row updated.
This **message** is displayed on 'Add Student Information' Confirmation screen when the system has successfully updated the record.

The following navigation *links* are available at the top of this Confirmation screen:

Work Based Learning *link*
Point the mouse to this area and click it to display the **WBL SELECTION** screen from where you can add a new WBL record or update an existing one. See the section **WBL SELECTION** to continue processing.

Special Populations *link*
Point the mouse to this area and click it to display the **STUDENT SPECIAL POPULATIONS SELECTION** screen from where you can add a new Special Population record or update an existing one. See the section **STUDENT SPECIAL POPULATIONS SELECTION** to continue processing.

Update a Student *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen to update the same student. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

The following navigation *links* are available at the bottom of this screen:

Work Based Learning (x rows) *link*
Point the mouse to this area and click it to display the **WBL SELECTION** screen from where you can add a new WBL record or update an existing one. See the section **WBL SELECTION** to continue processing.

Special Populations (x rows) *link*
Point the mouse to this area and click it to display the **STUDENT SPECIAL POPULATIONS SELECTION** screen to add or update Special Population. See the section **STUDENT SPECIAL POPULATIONS SELECTION** to continue processing.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*
Point the mouse to this area and click it to display **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

WBL SELECTION

Heading will say **'WBL SELECTION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. The screen will display the Student's Name at the top of the screen. It will display all the Work Based Learning (WBL) records of the Student. Ten records will be displayed at a time on the screen.

The following navigation *links* are available at the top of this screen:

Student *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to add Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Special Populations *link*
Point the mouse to this area and click to display the **STUDENT SPECIAL POPULATIONS SELECTION** screen to add a new Special Population Information. See the section **STUDENT SPECIAL POPULATIONS SELECTION** to continue processing.

Add new Work Based Learning record *link*
Point the mouse to this area and click to display the **ADD WBL INFORMATION** screen to add anew Work Based Learning information. See the section **ADD WBL INFORMATION** to continue processing.

If there are any records, the following fields will be displayed, else the message 'No records returned' will be displayed.

Student SSN Displayed. Move the cursor to the appropriate Student SSN and click it to get to that particular WBL record. See the section that says **UPDATE WBL INFORMATION** to continue processing.

Grade Displayed.

Employer Name Displayed.

School-to-Work Code Displayed.

Work Experience Code Displayed.

Start Date Displayed.

End Date Displayed.

Records x to xx of xx. This gives information of how many records are displayed from the file and how many total records there are in the file. The following function *buttons* and navigation *links* are available at the bottom of this screen.

First *button*
Point the mouse and click on this button to display the first record.

Previous *button*
Point the mouse and click on this button to display the previous record.

Next *button*
Point the mouse and click on this button to display the next record.

Last *button*
Point the mouse and click on this button to display the last record.

Requery *button*
Point the mouse and click on this button to refresh the data on the screen. This will access the database again and bring back any updated data.

Count *button*
Point the mouse and click on this button to display a count of number of records that satisfy the criteria.

Add new Work Based Learning record *link*
Point the mouse to this area and click to display the **ADD WBL INFORMATION** screen to add anew Work Based Learning information. See the section **ADD WBL INFORMATION** to continue processing.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*
Point the mouse at this area and click to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

ADD WBL INFORMATION

Heading will say **'ADD WBL INFORMATION'.** Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used for adding new Work Based Learning (WBL) information for a Student. It will display the Student's Name at the top.

The following navigation *links* are available at the top of the screen:

Student *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to add Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Special Populations *link*
Point the mouse to this area and click to display the **STUDENT SPECIAL POPULATION SELECTION** screen to add new Special Population Information. See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

Grade	**Required.**
Edits:	Valid values are from 1 to 12.
Work Certificate Description	**Required.** Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Working certificate Description and click to move the selected Certificate Description to the screen. NOTE: If the student is 18 or older, then select, No Certificate Required. However, enter the date that the student started employment as Work Certificate Date, below.
Work Certificate Date	**Required** if Work Certificate is entered.
(DD-MM-YYYY)	Format: Enter the date in the format **DD-MM-YYYY**.
Edits:	The system checks if it is a valid month, day within the month. The system will check if this date is after the birth date and equal to or lesser than the Start Date if Start Date has been entered.
Career Major Description	**Required** if School-to-Work, *i.e.,* if Yes is chosen for School-to-Work code. Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Career Major

Description and click to move the selected Career Major Description to the screen.

WBL Category Description **Optional.**
Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Category Description and click to move the selected Category Description the screen.

Edits: You can select 'Clinical' only if 'Health' has been chosen as Career Major. Also you can select 'Community Based Experience' only if one of the Disabled items is added for the Student's Special Population.

Employer Name **Required.**
Click on **List of Values** beside this field to display a list to choose from. The system will insist on restricting the number of records accessed in the Employer file by requiring a starting Search value to be entered. Enter a Character followed by % sign and click the OK button to bring back all records starting with that character. Point the mouse to the required Employer Name and click to move the selected Employer to the screen.

School-to-Work Code Yes/No **Required.**
One of these choices has to be selected.
Edit: If 'Yes' is selected School Coordinator, Career Major and Work Place Mentor have to be filled in. The system also checks if the Parent address is filled in. If 'No' is selected all this information is optional.

Apprenticeship Occup. **Required** if Apprenticeship Registration is chosen for **Desc** Category.
Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Occupation Description and click to move the selected Occupation Description to the screen.

Apprenticeship Occup. Code **Displayed** based on the Apprenticeship Occupation Description chosen before. Do not use Apprenticeship Occup. Code for registering secondary students.

Apprenticeship Fed Reg Number **Required** if Apprenticeship Registration is chosen for Category.

Workplace Mentor **Required** if 'Yes' is chosen for School-to-Work code.

Work Experience Code	**Required.** One of these choices has to be selected.
(Paid/Unpaid)	
Edits:	If 'Paid' is selected Wage has to be filled in.
	If 'Unpaid' is selected Wage cannot be filled in.

Wage/Hr	**Required** if Paid has been selected for Work Experience.
Format:	Enter the wage with or without decimals. Do not include $ sign.
Edits:	If 'Paid' is selected Wage has to be filled in.
	If 'Unpaid' is selected Wage cannot be filled in.

Start Date	**Required**.
(DD-MM-YYYY)	
Format:	Enter the date in the format **DD-MM-YYYY**.
Edits:	The system checks if it is a valid month, day within the month. The system will check if this date is same or after the Certificate Date (if it is entered) and less than End date if it is entered.

End Date	**Required** if another **new WBL** record has to be added.
(DD-MM-YYYY)	
Format:	Enter the date in the format MM-DD-YYYY.
Edits:	The system checks if it is a valid month, day within the month. The system will check if a start date has been entered and also is greater than it.

Date entered:	**Display.**
	The date the record was originally added will be displayed and cannot be changed.

The following function *buttons* and navigation *links* are available at the bottom of this screen

Insert *button*

After entering new data on the screen, point the mouse to this area and click it to add the data to the database. If this button is pressed and no data or not all of the required fields are entered, error messages will be displayed. If all the required fields have been entered and if there are no errors the record will be added to the database and the following message will be displayed on top "Success Row Inserted".

Clear *button*

This button can be used to clear the screen of all the data that has been entered.

Back to Main Menu *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

Messages/Actions (ADD WBL INFORMATION)

Apprenticeship Occup. Desc., Apprentice Occup. Code: Invalid value.
This **Error** message is displayed when Occupation Code or Occupation Description is removed. The error will not be caught till Oracle tries to add the record.

Career Major Description: Invalid value.
This **Error** message is displayed when an invalid Career Major is entered. The error will not be caught till Oracle tries to add the record.

Career Major must be entered if School-to-Work.
This **Error message** displayed when a career Major has not been entered when the student is in a School-to-Work program. The error will not be caught till Oracle tries to add the record.

Community Based Experience can only be selected if Student is Disabled.
This **Error** message is displayed when Community Based Experience is chosen for Category and no disability specified in the Student's Special Population information. Add a disability in the Student's Special Population when choosing Community Based Experience. The following are not considered as disabilities even though they appear in the Special Population list - 1. Limited English Proficiency, 2. Academically Disadvantaged, 3. Economically Disadvantaged.

Employer Id must be entered.
This **Error** message is displayed when the Employer Id has not been entered. The error will not be caught till Oracle tries to add the record.

Employer Name, Employer Id: Invalid value.
This **Error** message is displayed when Employer Name or Id is not entered or removed. The error will not be caught till Oracle tries to add the record.

End Date must be greater than Start Date.
This **Error** message is displayed when a end date is entered that is not equal to or greater than the start date. The error will not be caught till Oracle tries to add the record.

If Apprenticeship, Occup. & Fed. Reg. Id required and Paid Experience.
This **Error** message is displayed when Registered Apprenticeship is chosen for Category and Occupation or Federal Registration Id is not entered or 'Unpaid' is selected for Experience.

If Paid for Work Exp, Wage must be entered. If Unpaid, Wage must be 0.
This **Error** message is displayed when "Paid" is selected for Work Experience and Wage has not been entered or if unpaid is chosen for Work Experience and wage has been entered. The error will not be caught till Oracle tries to add the record.

JavaScript Alert: Employer Id: A value must be entered.
This **Error** message is displayed when Employer Name is not selected.

JavaScript Alert: Please enter a more restrictive search.
This **Error** message is displayed when the search criteria for Employers or Occupations is not restricted. Due to the size of the Employer file the search has to be restricted by typing in a Alpha character with the % sign beside it to bring back Employers starting with that particular Alpha character.

JavaScript Alert: School-to-Work code must be entered.
This **Error** message is displayed when one of the radio buttons has not been selected. The error will not be caught till Oracle tries to add the record.

JavaScript Alert: Wage: Value cannot be more than 2 decimal places.
This **Error** message is displayed when more than 2 decimal places are entered.

JavaScript Alert: Work Experience must be entered if School-to-Work.
This **Error** message is displayed when one of the radio buttons has not been selected. The error will not be caught till Oracle tries to add the record.

Must enter Parent Information - Work Certification Date is filled.
This **Error** message is displayed when Work Certification Date is entered and no Parent Information is entered in the Student record. The Student record has to be updated with Parent Information if Work Certification Date is entered in the WBL record.

Occup. and Fed. Pgm Id must be entered if Catg is Reg. Apprenticeship.
This **Error** message is displayed when Occupation and Federal Program ID is not entered and Registered Apprenticeship is selected for Category.

School Based Coordinator required if School-to-Work.
This **Error** message is displayed when "Yes" is selected for School-to-Work and the School Coordinator name has not been entered. The error will not be caught till Oracle tries to add the record.

School-to-Work code must be entered.
This **Error** message is displayed when one of the School-to-Work radio buttons is not selected. The error will not be caught till Oracle tries to add the record.

Start Date (DD-MM-YYYY): ORA-XXXX Not a valid month.
This **Error** message is displayed when a valid Start Date is not entered. The system checks if the month entered is in the right format. The error will not be caught till Oracle tries to add the record.

Start Date (DD-MM-YYYY): ORA-XXXX day of month must be between 1 and last day of month.
This **Error** message is displayed when a valid day is not entered. The system checks if the day within the month entered is valid. The error will not be caught till Oracle tries to add the record.

Start Date cannot be before Birth Date.
This **Error** message is displayed if a Start Date has been entered that is before the Birth Date in the Student record. The error will not be caught till Oracle tries to add the record.

Start Date must be entered if End Date is entered.
This **Error** message is displayed when and End Date is entered without a Start Date.

Start Date must be entered if School-to-Work.
This **Error** message is displayed when a Start Date has not been entered. A Start Date is required if the Student is in School-to-Work program. The error will not be caught till Oracle tries to add the record.

Start Date must be equal to or greater than Working Certificate Date.
This **Error** message is displayed when a Start Date is entered that is not equal to or greater than the Working Certificate Date. The error will not be caught till Oracle tries to add the record.

Success! Row inserted.
This **message** is displayed when the system has successfully added the record. **See the links available from the Confirmation screen at the end of the section.**

WBL Category Description: Invalid value.
This **Error** message is displayed when an invalid Category Description is entered. The error will not be caught till Oracle tries to add the record.

WBL record with School-to-Work = 'y' exists without an End Date-must enter an End Date before adding a new WBL record.
This **Error message** is displayed when you try to add a new WBL record - the system checks if end dates of this students WBL records (if School-to-Work) have been entered and stops from proceeding till end dates have been entered.

Work Experience must be entered.
This **Error** message is displayed when Work Experience is not entered. The error will not be caught till Oracle tries to add the record.

Work Experience must be Paid if Category is Paid Work-Based Learning.
This **Error** message is displayed when Paid Work-based Learning is chosen for Category and 'Paid' is not selected for Work Experience.

Work Experience must be Unpaid if Category is Unpaid Work-Based Learning.
This **Error** message is displayed when Unpaid Work-based Learning is chosen for Category and 'Unpaid' is not selected for Work Experience.

Working Certificate Date cannot be before Birth Date.
This **Error** message is displayed when a Certificate Date is entered which is before the birth date. The error will not be caught till Oracle tries to add the record.

Working Certificate Description: Invalid value.
This **Error** message is displayed when an invalid Working Certificate Description is entered. The error will not be caught till Oracle tries to add the record.

Working Certificate Description & Date required if student is under 18 and Paid Experience.
This **Error** message displayed when the Working Certificate Description has not been entered if the student is under 18 and is being paid. The error will not be caught till Oracle tries to add the record.

Working Certificate Id and date must be entered.
This **Error** message is displayed when a Certificate Description is entered and Certificate Date is entered or vice versa. If one is entered then the other one is required. The error will not be caught till Oracle tries to add the record.

Workplace Mentor must be entered if School-to-Work.
This **Error** message is displayed when "Yes" is selected for School-to-Work code and Workplace Mentor has not been entered. The error will not be caught till Oracle tries to add the record.

After the message 'Success! Row inserted' is displayed, the following links are available on at the top of the Confirmation screen.

<u>Student</u> *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to update this student's information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

<u>Special Populations</u> *link*
Point the mouse to this area and click to display the **STUDENT SPECIAL POPULATION SELECTION** screen to add new Special Population Information. See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

<u>Work Based Learning</u> *link*

Point the mouse to this area and click it to display the **WBL SELECTION** screen from where you can add a new WBL record or update an existing one. See the section **WBL SELECTION** to continue processing.

The following *links* are available on the at the bottom of the Confirmation screen.

<u>Back to Main Menu</u> *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.

<u>Back to Student</u> *link*

Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

UPDATE WBL INFORMATION

Heading will say **'UPDATE WBL INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used for updating Work Based Learning (WBL) information for a Student. It will display the Student's Name at the top of the screen.

The following navigation *links* are available at the top of the screen:

Student *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to update the Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Special Populations *link*
Point the mouse to this area and click to display the **STUDENT SPECIAL POPULATION SELECTION** screen to add or update Special Population Information See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

Work Based Learning *link*
Point the mouse to this area and click to display the **WBL SELECTION** screen to update Work Based Learning information. It will list all the WBL records of the Student. See the section **WBL SELECTION** to continue processing.

Maintain Employer Information
Point the mouse to this area and click to display the **EMPLOYERS** screen to add new Employer Information. See the section **EMPLOYERS** to continue processing.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

Grade	**Required.**
Edits:	Valid values are from 1 to 12.
Work Certificate Description	**Optional.**
	Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Working Certificate Description and click to move the selected Certificate Description to the screen.
Work Certificate Date (DD-MM-YYYY)	**Required** if Work Certificate is entered.
Format:	Enter the date in the format **DD-MM-YYYY**.
Edits:	The system checks if it is a valid month, day within the month. The system will check if this date is after the birth

date and equal to or lesser than the Start Date if Start Date has been entered.

Career Major Description   **Required** if School-to-Work *i.e.,* if Yes is chosen for School-to-Work code. Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Career Major Description and click to move the selected Career Major Description to the screen.

Category Description   **Optional.**
Click on **List of Values** beside this field to display a list to choose from.   Point the mouse to the required Category Description and click to move the selected Category Description the screen.

Edits: You can select 'Clinical' only if 'Health' has been chosen as Career Major.   Also you can select 'Community Based Experience' only if one of the Disabled items is added for the Student's Special Population.

Employer Name   **Required.**
Click on **List of Values** beside this field to display a list to choose from. The system will insist on restricting the number of records accessed in the Employer file by requiring that a starting Search value be entered. Enter a character followed by % sign and click the OK button to bring back all records starting with that character. Point the mouse to the required Employer Name and click to move the selected Employer to the screen.

School-to-Work Code   **Required.**
Yes/No   One of these choices has to be selected.
Edit: If 'Yes' is selected, then School Coordinator, Career Major and Work Place Mentor have to be filled in. The system also checks if the Parent address is filled in. If 'No' is selected, then all this information is optional.

Apprenticeship Occup   **Required** if Apprenticeship Registration is chosen for **Desc** Category.
Click on **List of Values** beside this field to display a list to choose from. Point the mouse to the required Occupation Description and click to move the selected Occupation Description to the screen.

Apprenticeship Occup Code   **Displayed** based on the Occupation Description chosen.

Apprenticeship Fed Reg Number   **Required** if Apprenticeship Registration is chosen for Category.

Workplace Mentor   **Required** if 'Yes' is chosen for School-to-Work code.

Work Experience Code (Paid/Unpaid)   **Required.** One of these choices has to be selected.
Edits: If 'Paid' is selected Wage has to be filled in.
            If 'Unpaid' is selected Wage cannot be filled in.

Wage/Hr   **Required** if Paid has been selected for Work Experience.
Format: Enter the wage with or without decimals.
Edits: If 'Paid' is selected Wage has to be filled in.
            If 'Unpaid' is selected Wage cannot be filled in.

Start Date (DD-MM-YYYY) Required 'Yes' is chosen for School-to-Work code.
Format: Enter the date in the format **DD-MM-YYYY**.
Edits: The system checks if it is a valid month, day within the month. The system will check if this date is same or after the Certificate Date (if it is entered) and less than End date if it is entered.

End Date(DD-MM-YYYY) **Required** if another new WBL record has to be added.
Format: Enter the date in the format MM-DD-YYYY.
Edits: The system checks if it is a valid month, day within the month. The system will check if a start date has been entered and also is greater than it.

Date Created   **Display.**
            The date the record was originally added will be displayed and cannot be changed.

The following function *buttons* and navigation *links* are available at the bottom of this screen.

Update *button*
After changing data on the screen, point the mouse to this area and click it to update the data in the database. If this button is pressed and if there is no data changed on the screen, it will still say 'Success Row Updated'. If any of the required fields have been removed you will be prompted to enter them. If there are no errors on the data that was changed the record will be updated in the database and you will get the following message on top 'Success Row Updated.'

Revert *button*

This button can be used to remove the changes entered on the screen and revert to the old data.

Maintain Employer Information

Point the mouse to this area and click to display the **EMPLOYERS** screen to add new Employer Information. See the section **EMPLOYERS** to continue processing.

Back to Main Menu *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*

Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

Messages/Actions (UPDATE WBL INFORMATION)

Apprenticeship Occup. Desc, Apprenticeship Occup Code: Invalid value.

This **Error** message is displayed when Occupation Code or Occupation Description is removed. The error will not be caught till Oracle tries to add the record.

Career Major Description: Invalid value.

This **Error** message is displayed when an invalid Career Major is entered. The error will not be caught till Oracle tries to add the record.

Career Major must be entered if School-to-Work.

This **Error message** displayed when a career Major has not been entered when the student is in a School-to-Work program. The error will not be caught till Oracle tries to add the record.

Community Based Experience can only be selected if Student is disabled.

This **Error** message is displayed when Community Based Experience is chosen for Category and no disability specified in the Student's Special Population information. Add a disability in the Student's Special Population when choosing Community Based Experience. The following are not considered as disabilities even though they appear in the Special Population list: Limited English Proficiency, Academically Disadvantaged, Economically Disadvantaged.

Employer Name, Employer Id: Invalid value.

This **Error** message is displayed when Employer Name or Id is not entered or removed. The error will not be caught till Oracle tries to add the record.

Employer ID must be entered.

This **Error** message is displayed when the Employer Id has not been entered. The error will not be caught till Oracle tries to add the record.

End date must be greater than Start date.
This **Error** message is displayed when an End Date is entered that is not equal to or greater than the Start Date. The error will not be caught till Oracle tries to add the record.

If Apprenticeship, Occup. & Fed. Reg. ID required and Paid Experience.
This **Error** message is displayed when Registered Apprenticeship is chosen for Category and Occupation or Federal Registration Id is not entered or 'Unpaid' is selected for Experience.

If Paid for Work Exp., Wage must be entered. If Unpaid, Wage must be 0.
This **Error** message is displayed when "Paid" is selected for Work Experience and Wage has not been entered or if Unpaid is chosen for Work Experience and Wage has been entered. The error will not be caught till Oracle tries to add the record.

JavaScript Alert: Employer Id: A value must be entered.
This **Error** message is displayed when Employer Name is not selected.

JavaScript Alert: Please enter a more restrictive search.
This **Error** message is displayed when the search criteria for Employers or Occupations is not restricted. Due to the size of the Employer file the search has to be restricted by typing in a Alpha character with the % sign beside it to bring back Employers starting with that particular Alpha character.

JavaScript Alert: School-to-Work code must be entered.
This **Error** message is displayed when one of the radio buttons has not been selected. The error will not be caught till Oracle tries to add the record.

JavaScript Alert: Wage: Value cannot be more than 2 decimal places.
This **Error** message is displayed when more than 2 decimal places are entered.

JavaScript Alert: Work Experience must be entered if School-to-Work.
This **Error** message is displayed when one of the radio buttons has not been selected. The error will not be caught till Oracle tries to add the record.

Must enter Parent Information - Work Certification Date is filled.
This **Error** message is displayed when Work Certification Date is entered and no Parent Information is entered in the Student record. The Student record has to be updated with Parent Information if Work Certification Date is entered in the WBL record.

Occup. and Fed. Pgm Id must be entered if Catg is Reg. Apprenticeship.
This **Error** message is displayed when Occupation and Federal Program Id is not entered and Registered Apprenticeship is selected for Category. Most users of this system for secondary school students will not use the Apprenticeship category.

School Based Coordinator required if School-to-Work.
This **Error** message is displayed when "Yes" is selected for School-to-Work but the School Coordinator name has not been entered. The error will not be caught till Oracle tries to add the record.

School-to-Work Code must be entered.
This **Error** message is displayed when one of the School-to-Work radio buttons is not selected. The error will not be caught till Oracle tries to add the record.

Start Date (DD-MM-YYYY): ORA-XXXX Not a valid month.
This **Error** message is displayed when a valid Start Date is not entered. The system checks if the month entered is in the right format. The error will not be caught till Oracle tries to add the record.

Start Date (DD-MM-YYYY): ORA-XXXX day of month must be between 1 and last day of month.
This **Error** message is displayed when a valid day is not entered. The system checks if the day within the month entered is valid. The error will not be caught till Oracle tries to add the record.

Start Date cannot be before Birth Date.
This **Error** message is displayed if a Start Date has been entered that is before the Birth Date in the Student record. The error will not be caught till Oracle tries to add the record.

Start date must be entered if End Date is entered.
This **Error** message is displayed when and End Date is entered without a Start Date.

Start Date must be entered if School-to-Work.
This **Error** message is displayed when 'Yes' is selected for School-to-Work code and a start date has not been entered. A Start Date is required if the student is in School-to-Work program. The error will not be caught till Oracle tries to add the record.

Start Date must be equal to or greater than Working Certificate Date.
This **Error** message is displayed when a Start Date is entered that is not equal to or greater than the Working Certificate Date. The error will not be caught till Oracle tries to add the record.

Success! Row updated.
This **message** is displayed when the system has successfully updated the record. **See the navigation *links* available from the Confirmation screen at the end of the section.**

WBL Category Description: Invalid value.
This **Error** message is displayed when an invalid Category Description is entered. The error will not be caught till Oracle tries to add the record.

WBL record with School-to-Work = 'y' exists without an End Date-must enter an End Date before adding a new WBL record.
This **Error message** is displayed when you try to add a new WBL record - the system checks if end dates of this students WBL records (if School-to-Work) have been entered and stops from proceeding till end dates have been entered.

Work Experience must be entered.
This **Error** message is displayed when Work Experience is not entered. The error will not be caught till Oracle tries to add the record.

Work Experience must be Paid if Category is Paid Work-based Learning.
This **Error** message is displayed when Paid Work-based Learning is chosen for Category and 'Paid' is not selected for Work Experience.

Work Experience must be Unpaid if Category is Unpaid Work-Based Learning.
This **Error** message is displayed when Unpaid Work-based Learning is chosen for Category and 'Unpaid' is not selected for Work Experience.

Working Certificate Date cannot be before Birth Date.
This **Error** message is displayed when a Certificate Date is entered which is before the birth date. The error will not be caught till Oracle tries to add the record.

Working Certificate Description: Invalid value.
This **Error** message is displayed when an invalid Working Certificate Description is entered. The error will not be caught till Oracle tries to add the record.

Working Certificate Description & Date required if student is under 18 and paid experience.
This **Error** message displayed when the Working Certificate Description has not been entered if the student is under 18 and is being paid. The error will not be caught till Oracle tries to add the record.

Working Certificate Id and date must be entered.
The Error message is displayed when a Certificate Description is entered and Certificate Date is entered or vice versa. If one is entered then the other one is required. The error will not be caught till Oracle tries to add the record.

Workplace Mentor must be entered if School-to-Work.
This **Error** message is displayed when "Yes" is selected for School-to-Work Code and Workplace Mentor has not been entered. The error will not be caught till Oracle tries to add the record.

After the message 'Success! Row updated' is displayed, the following links are available at the top of the Confirmation screen:

Student *link*

Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to update this student's information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Special Populations *link*

Point the mouse to this area and click to display the **STUDENT SPECIAL POPULATION SELECTION** screen to add new Special Population Information. See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

Work Based Learning *link*

Point the mouse to this area and click it to display the **WBL SELECTION** screen from here you can add a new WBL record or update an existing one. See the section **WBL SELECTION** to continue processing.

The following *links* are available on at the bottom of the Confirmation screen.

Back to Main Menu *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*

Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

STUDENT SPECIAL POPULATION SELECTION

Heading will say **'STUDENT SPECIAL POPULATION SELECTION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. It will display the Student's Name at the top It will display all the Special Population records of the Student. Ten records will be displayed at a time on the screen. It is used for selecting a Student's Special Population information for update.

The following navigation *links* are available at the top of the screen:

Student *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to update the Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Work Based Learning *link*
Point the mouse at this area and click to display the **WBL SELECTION** screen. See the section **WBL SELECTION** to continue processing.

Add new Special Populations record *link*
Point the mouse at this area and click to display the **ADD STUDENT SPECIAL POPULATION INFORMATION** screen. See the section **ADD STUDENT SPECIAL POPULATION INFORMATION** to continue processing.

If there are any records, the following fields will be displayed, else the message 'No records returned' will be displayed.

Special Population Code: Displayed. Move the mouse to the appropriate code and click to display the screen where updates can be done. See the section **UPDATE SPECIAL POPULATION** to continue processing.

Special Population Description. Displayed.

Records x to xx of xx. This gives information of how many records are displayed from the file and how many total records there are in the file.

The following navigation *links* are available at the bottom of this screen:

Add new Special Populations record *link*
Point the mouse at this area and click to display the **ADD STUDENT SPECIAL POPULATION INFORMATION** screen. See the section **ADD STUDENT SPECIAL POPULATION INFORMATION** to continue processing.

Back to Main Menu *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*

Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen.   See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

ADD STUDENT SPECIAL POPULATION INFORMATION

Heading will say **'ADD STUDENT SPECIAL POPULATION INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used for adding Special Population information of a student. The Student's Name will be displayed on the top.

The following navigation *links* are available at the top of the screen.

Student *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to add Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Work Based Learning *link*
Point the mouse at this area and click to display the **WBL SELECTION** screen. See the section **WBL SELECTION** to continue processing.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

Special Population: Required. Click on **List of Values** beside this field to display a list **Description** to choose from. Point the mouse to the required Special Population and click to move the selected Special Population to the screen.

The following function *buttons* and navigation *links* are available from this screen:

Insert *button*
After entering new data on the screen, point the mouse to this area and click it to add the data to the database. If this button is pressed and if there is no data is entered on screen, an error message will be displayed. If the record is added to the database the following message will be displayed on top "Success Row Inserted".

Clear *button*
This button can be used to clear the screen of all the data that has been entered.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

<u>**Messages/Actions (ADD STUDENT SPECIAL POPULATION INFORMATION)**</u>

JavaScript Alert: Special Population Description: A value must be entered.
This **Error** message is displayed when a Special Population Description is not selected and the Insert *button* is clicked.

Special Population Description: Invalid value.
This **Error** message is displayed when a invalid Special Population Description is entered (and not selected).

Success Row Inserted.
This **message** is displayed when the system has successfully added the record.

The following links are available from the top of the Confirmation screen.

<u>**Student**</u> *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to update the Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

<u>**Work Based Learning**</u> *link*
Point the mouse at this area and click to display the **WBL SELECTION** screen. See the section **WBL SELECTION** to continue processing.

<u>**Add Special Populations**</u> *link*
Point the mouse at this area and click to display the **STUDENT SPECIAL POPULATION SELECTION** screen. See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

The following links are available from the bottom of the Confirmation screen.

<u>**Back to Main Menu**</u> *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

<u>**Back to Student**</u> *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

UPDATE STUDENT SPECIAL POPULATION INFORMATION

Heading will say Heading will say **'UPDATE STUDENT SPECIAL POPULATION INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used for updating Special Population Information of a Student. It will display the Student's Name at the top.

The following navigation *links* are available at the top of the screen:

Student *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to update the Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Work Based Learning *link*
Point the mouse at this area and click to display the **WBL SELECTION** screen. See the section **WBL SELECTION** to continue processing.

Special Populations *link*
Point the mouse at this area and click to display the **STUDENT SPECIAL POPULATION SELECTION** screen.   See the section **STUDENT SPECIAL POPULATION SELECTION** to continue processing.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

Special Population Description. **Displayed.**

Special Population Code: **Displayed.**

The following function *button* and navigation *links* are available at the bottom of this screen:

Delete *button*
Point the mouse to this area and click it to delete the record shown on the screen.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen.   See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

Messages/Actions (UPDATE STUDENT SPECIAL POPULATION INFORMATION)

Success Row Deleted.
This **message** is displayed when the system has successfully deleted the record.

The following links are available at the top of the Confirmation screen.

Student *link*
Point the mouse to this area and click to display the **UPDATE STUDENT INFORMATION** screen to update the Student information. See the section **UPDATE STUDENT INFORMATION** to continue processing.

Work Based Learning *link*
Point the mouse at this area and click to display the **WBL SELECTION** screen. See the section **WBL SELECTION** to continue processing.

Add new Special Populations record *link*
Point the mouse at this area and click to display the **ADD STUDENT SPECIAL POPULATION INFORMATION** screen. See the section **ADD STUDENT SPECIAL POPULATION INFORMATION** to continue processing.

The following links are available at the bottom of the Confirmation screen.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Back to Student *link*
Point the mouse to this area and click it to display the **UPDATE STUDENT INFORMATION** screen. See the section **UPDATE STUDENT INFORMATION (SEARCH CRITERIA)** to continue processing.

<u>**ADD SCHOOL BASED COORDINATOR INFORMATION**</u>

Heading will say **'ADD SCHOOL BASED COORDINATOR INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used to add a School Based Coordinator.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

<u>**School Based Coordinator Name:**</u> **Required.**

<u>**School Based Coordinator Phone:**</u> **Optional.**

<u>**Insert**</u> *button*
After entering new data on the screen, point the mouse to this area and click it to add the data to the database. If this button is pressed and if there is no data is entered on screen, an error message will be displayed - 'JavaScript Alert: School Based Coordinator Name: A value must be entered'. After the record is successfully added to the database the following message will be displayed on top of the Confirmation screen 'Success Row Inserted'.

<u>**Clear**</u> *button*
This button can be used to clear the screen of all the data that has been entered.

<u>**Back to Main Menu**</u> *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

<u>**Messages/Actions (ADD SCHOOL BASED COORDINATOR)**</u>

JavaScript Alert: School Based Coordinator Name: A value must be entered.
This **Error** message is displayed when the School Based Coordinator Name is not entered or the Phone Number is entered without the Name.

Success Row Inserted.
This **message** is displayed when the system has successfully added the record.

The following *links* are available from the bottom of the Confirmation screen.

<u>**Add School Based Coordinator**</u> *link*
Point the mouse to this area and click it to display the **ADD SCHOOL BASED COORDINATOR INFORMATION** screen. See the section **ADD SCHOOL BASED COORDINATOR INFORMATION** to continue processing.

<u>**Back to Main Menu**</u> *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Heading will say **'UPDATE SCHOOL BASED COORDINATOR INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used to enter the search criteria to get records to be updated.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information:

School Based Coordinator Name: Displayed.

After entering the required information for search criteria on this screen, click the FIND button to display the **SCHOOL BASED COORDINATOR SELECTION** screen. If nothing is entered and the FIND button is clicked, it will display all the School Based Coordinators in the school. See the section **SCHOOL BASED COORDINATOR SELECTION** to continue processing.

The following function *buttons* and navigation *links* are available at the bottom of this screen:

Find *button*
Point the mouse at this area and click to submit the request to bring back records satisfying the search criteria entered above.

Clear *button*
This button can be used to clear the data entered on this screen.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

SCHOOL BASED COORDINATOR SELECTION

Heading will say **'SCHOOL BASED COORDINATOR SELECTION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen will display a list School Based Coordinators based on the Search criteria entered in the previous screen to select a record to be updated.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

School Based Coordinator Name: Displayed. Move the mouse to the appropriate code and click to display the screen where the record can be updated. See the section **UPDATE SCHOOL BASED COORDINATOR** to continue processing.

Records x to xx of xx. This gives information of how many records are displayed from the file and how many total records there are in the file.

The following function *buttons* and navigation *links* are available at the bottom of this screen.

First *button*
Point the mouse and click on this button to display the first record.

Previous *button*
Point the mouse and click on this button to display the previous record.

Next *button*
Point the mouse and click on this button to display the next record.

Last *button*
Point the mouse and click on this button to display the last record.

Requery *button*
Point the mouse and click on this button to refresh the data on the screen. This will access the database again and bring back any updated data.

Count *button*
Point the mouse and click on this button to display a count of number of records that satisfy the criteria.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

UPDATE SCHOOL BASED COORDINATOR INFORMATION

Heading will say **'UPDATE SCHOOL BASED COORDINATOR INFORMATION'**. Based on your logon, the County Name, District Name, and School Name will be displayed. This screen is used to update School Based Coordinator information.

The following navigation *links* are available at the top of this screen:

School Based Coordinator Record List *link*
Point the mouse to this area and click it to display the **SCHOOL BASED COORDINATOR SELECTION** screen.

The following information gives a brief description of what is **Displayed, Required** to be entered, the **Format** and **Edits** on the fields when adding or updating information.

School Based Coordinator Name: Displayed.

School Based Coordinator Description: **Displayed** and can be updated.

The following function *buttons* and navigation *links* are available on this screen:

Update *button*
Point the mouse to this button and click it to update the data changed on the screen. After the record is successfully updated to the database the following message will be displayed on top of the Confirmation screen 'Success Row Updated'.

Revert *button*
Point the mouse to this button and click it to remove (revert to old data) the data changed on the screen.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Messages/Actions (UPDATE SCHOOL BASED COORDINATOR)

JavaScript Alert: School Based Coordinator Phone: A value must be entered.
This **Error** message is displayed when the School Based Coordinator Phone Number is not entered.

SBC Phone Number must be numeric.
This Error message is displayed when the Phone number is entered with alpha characters or when the Phone number is entered in the wrong format. The Phone number has to be entered with the area code and with no slashes or dashes in the number.

Success Row updated.
This **message** is displayed when the system has successfully updated the record.

The following *links* are available from the top of the Confirmation screen.

School Based Coordinator Record List *link*
Point the mouse to this area and click it to display the **SCHOOL BASED COORDINATOR SELECTION** screen. See the section **SCHOOL BASED COORDINATOR SELECTION** to continue processing.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

MAINTAIN EMPLOYER INFORMATION

Heading will say **'MAINTAIN EMPLOYER INFORMATION'**. This screen is used to enter the Search criteria to get Employers to be updated. The following information gives a brief description of what is **displayed, required** to be entered, the **format** and **edits** on the fields when adding or updating information.

After entering the required information for search criteria on this screen, click the FIND button to display the **Next** screen. See the section **Next** screen to continue processing. If nothing is entered and the FIND button is clicked, the **Next** screen will display all the Employers (that were added not using the Labor file) in the system.

Employer Name: Optional. If the complete name is entered it will display the record for selection in the **next** screen. If part of that name is entered with a % then all records starting with that name will be displayed in the **Employers** screen for selection.

Employer Id: Optional.   If the complete Id is entered it will display the record for selection in the **Employers** screen. If part of that Id is entered with a % then all records starting with that Id will be displayed in the **Employers** screen for selection.

The following function *buttons* and navigation *links* are available at the bottom of this screen:

Find *button*
Point the mouse to this button and click it to get the record or records you specified in the search area above. If nothing is entered and FIND *button* is clicked, it will bring back all the Employers (that were added not using the Labor file) in the system to choose from.

Clear *button*
Point the mouse to this button and click it to remove the data entered on the screen.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

EMPLOYERS

Heading will say **'Employers'**. The following information gives a brief description of what is **displayed, required** to be entered, the **format** and **edits** on the fields when adding or updating information.

Employer Name: Displayed. For updating Employers, point the mouse to the Employer Name that needs to be updated and click to display the screen where updates can be done. See the section **Update Employer** to continue processing.

Employer Id: Displayed.

Employer Address2: Displayed.

Records x to xx of xx. This gives information of how many records are displayed from the file and how many total records there are in the file.

The following function *buttons* and navigation *links* are available from this screen.

First *button*
Point the mouse and click on this button to display the first record.

Previous *button*
Point the mouse and click on this button to display the previous record.

Next *button*
Point the mouse and click on this button to display the next record.

Last *button*
Point the mouse and click on this button to display the last record.

Requery *button*
Point the mouse and click on this button to refresh the data on the screen. This will access the database again and bring back any updated data.

Count *button*
Point the mouse and click on this button to display a count of number of records that satisfy the criteria.

Add new Employer record *link*
Point the mouse to this area and click it to display the screen to add a new district. See the section **Add New District** to continue processing.

Back to Main Menu *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

ADD NEW EMPLOYER

Heading will say **'Add new Employer'**. This screen is used for adding a new Employer. The following information gives a brief description of what is **displayed, required** to be entered, the **format** and **edits** on the fields when adding or updating information.

Employer Name: Required.

Employer Id: **Required.** The system will check if the Corporate Id exists in the system. A Corporate Id is identified by three zeros in the last three digits of the Employer Id. The system will not allow entering a Corporate Id record ('000' in the last 3 digits). It will also not allow entering an Employer Id whose Corporate Id does not exist. Corporate Id's are added in the system using the Labor file.

Employer Address2: **Required.**

Employer Address3: **Optional.**

Employer Address4: **Optional.**

Employer Address5: **Optional.**

Employer Address6: **Optional.**

Employer Zip5: **Optional.**

Employer Zip4: **Optional.**

Employer Status: **Required.** It will default to Active but can be changed to Inactive.

Municipal Code: **Optional.**

The following function *buttons* and navigation *links* are available in this screen:

Insert *button*
After entering new data on the screen, point the mouse to this area and click it to add the data to the database. If this button is pressed and if there is no data entered on screen, error messages will be displayed. If only some of the required fields are entered - an error message will be displayed to enter the next required field. If all the required fields have been entered the record will be added to the database and the following message will be displayed on top "Success Row Inserted".

Clear *button*
This button can be used to clear the screen of all the data that has been entered.

<u>Back to Main Menu</u> *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.

UPDATE EMPLOYER INFORMATION

Heading will say **'Update Employer Information'**. This screen will display the Employers for selection before for updating. The following information gives a brief description of what is **displayed, required** to be entered, the **format** and **edits** on the fields when adding or updating information.

Employer Name: **Required.** Displayed and can be changed.

Employer Id: **Displayed.**

Employer Address2: **Required.** Displayed and can be changed.

Employer Address3: **Optional.** Displayed if it exists. It can be changed or added.

Employer Address4: **Optional.** Displayed if it exists. It can be changed or added.

Employer Address5: **Optional.** Displayed if it exists. It can be changed or added.

Employer Address6: **Optional.** Displayed if it exists. It can be changed or added.

Employer Zip5: **Optional.** Displayed if it exists. It can be changed or added.

Employer Zip4: **Optional.** Displayed if it exists. It can be changed or added.

Employer Address Altered: Displayed. This is an indicator set internally in the system to indicate that this address was added by one of the schools and not through the Labor file.

Employer Status: **Required.** Displayed if it exists. It can be changed.

Municipal Code: **Optional.** Displayed if it exists. It can be changed or added.

The following function *buttons* and navigation *links* are available on this screen:

Update *button*
After changing data on the screen, point the mouse to this area and click it to update the data in the database. If the Description has been removed you will be prompted to enter them. After the record has been updated the message 'Success Row Updated' will be displayed on top.

Revert *button*
This button can be used to remove the changes entered on the screen and revert to the old data.

Back to Main Menu. *link*
Point the mouse to this area and click it to display the **MAIN MENU** screen.

Messages/Actions (MAINTAIN EMPLOYER INFORMATION)

Employer Id: Invalid value.
This **Error** message is displayed when an invalid (not numeric) Employer Id is entered. Enter a valid ID.

Employer Id already exists.
This **Error** message is displayed when trying to add a district that already exists in the system. The error will not be caught till Oracle tries to add the record.

Employer Zip5 must be numeric.
This **Error** message is displayed when Zip5 is not numeric.

Employer Zip4 must be numeric.
This **Error** message is displayed when Zip4 is not numeric.

Invalid Employer Id, there must be a Corporate Id ('000' in last 3 digits of Id).
This **Error** message is displayed when a Id is entered which does not have a Corporate Id in the system. Corporate Id's have zeros in the last 3 digits. This should exist in the file in order to add other Site addresses (they can have anything other than zeros in the last 3 digits). This is a precaution set up in the system so that only valid Employers are added to the system.

Invalid Employer Id, you are not allowed to enter a corporate Id ('000' in last 3 digits of Id).
This **Error** message is displayed when a Id is entered which the system considers as a Corporate Id. Corporate Id's have zeros in the last 3 digits. These Corporate Id's cannot be added on-line. They are automatically added to the system using the Labor file. This is a precaution set up in the system so that only valid Employers are added to the system.

JavaScript Alert: Employer Id: A value must be entered.
This **Error** message is displayed when Employer Id has not been entered.

JavaScript Alert: Employer Name: A value must be entered.
This **Error** message is displayed when Employer Name has not been entered.

JavaScript Alert: Employer Address2: A value must be entered.
This **Error** message is displayed when Employer Address2 has not been entered.

Success! Row inserted.
This **message** is displayed on the Confirmation screen when the system has successfully added the record.

Success! Row updated.
This **message** is displayed on the Confirmation screen when the system has successfully updated the record.

Update failed - Please re-query as value for Employer Id has been modified by another user.

This Error message is displayed when trying to update a record whose status has changed in the database (due to another person updating the record) since you retrieved the record. Just re-query and update on the refreshed record. The error will not be caught till Oracle tries to add the record.

The following function *buttons* and navigation *links* are available at the bottom of the Confirmation screen.

Update *button*

Point the mouse to this button and click it to update the data changed on the screen. After the record is successfully updated to the database the following message will be displayed on top of the Confirmation screen 'Success Row Updated'.

Back to Main Menu *link*

Point the mouse to this area and click it to display the **MAIN MENU** screen.